

DIGITAL CITIZENSHIP

Digital Citizenship prepares students to use computer technology in an effective and appropriate manner. Students develop knowledge of word processing, spreadsheets, presentation and communications software. Students establish what it means to be a good digital citizen and how to use technology appropriately.

- DOE Code: 4530
- Recommended Grade Level: Grade 9
- Recommended Prerequisites: None
- Credits: 1 credit per semester, maximum of 1 credit
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas

Career and Technical Student Organizations (CTSOs)

Career and Technical Student Organizations are considered a powerful instructional tool when integrated into Career and Technical Education programs. They enhance the knowledge and skills students learn in a course by allowing a student to participate in a unique program of career and leadership development. Students should be encouraged to participate in Business Professional of America, DECA, or Future Business Leaders of America, the CTSOs for this area.

Content Standards

Domain – Digital Citizenship

Core Standard 1 Students understand how to use technology in a safe, legal and ethical manner to be good digital citizens and lifelong learners.

Standards

- DCT-1.1 Investigate the risk of using technology and how to use technology safely, legally and ethically
- DCT-1.2 Differentiate between appropriate technology uses in different settings (School, Home, Work, etc)
- DCT-1.3 Prove responsible use of technology, including social media, and lifelong learning

Domain – Technology Operation Skills

Core Standard 2 Students establish knowledge about the functions of computers in order to operate technology efficiently.

Standards

- DCT-2.1 Identify and use hardware components, input devices, output devices
- DCT-2.2 Differentiate different type of computers and how they process information
- DCT-2.3 Demonstrate how to maintain and solve common problems of computer equipment
- DCT-2.4 Identify and use operating systems and software applications
- DCT-2.5 Illustrate how to manipulate a computer's desktop, files, disks and system settings
- DCT-2.6 Demonstrate the appropriate technique to add and remove software
- DCT-2.7 Use mobile computing devices and software
- DCT-2.8 Investigate the internet as a tool

Core Standard 3 Students establish improved keyboarding techniques for effective personal and professional use.

Standards

- DCT-3.1 Demonstrate correct home row keys hand positions and key stroking
- DCT-3.2 Demonstrate appropriate technique for alphabetic and special purpose keys
- DCT-3.3 Improve speed proficiency consistently
- DCT-3.4 Improve proficiency in accuracy

Domain – Word Processing Software

Core Standard 4 Students establish knowledge and skills of word processing software to be effective 21st Century Learners.

Standards

- DCT-4.1 Use common editing and formatting functions, including automatic tools
- DCT-4.2 Apply word processing tools to automate process and increase efficiency
- DCT-4.3 Use common importing, exporting, and printing functions
- DCT-4.4 Demonstrate common file-management functions
- DCT-4.5 Apply and adapt file-management best practices

Domain – Spreadsheet Software

Core Standard 5 Students establish knowledge and skills of spreadsheet software to be effective 21st Century Learners.

Standards

- DCT-5.1 Create a spreadsheet and workbook
- DCT-5.2 Manage worksheet data, structure and formatting
- DCT-5.3 Use tools to sort and manipulate data
- DCT-5.4 Evaluate data through the development and effective use of charts
- DCT-5.5 Construct formulas and calculations

Domain – Presentation Software

Core Standard 6 Students establish knowledge and skills of presentation software to be effective 21st Century Learners.

Standards

- DCT-6.1 Manage presentation data using tools
- DCT-6.2 Apply and manipulate themes
- DCT-6.3 Improve the use of slide show notes
- DCT-6.4 Manage presentations by manipulating and reordering slides

Domain – Digital Audio, Video and Images

Core Standard 7 Students adapt digital audio, video and images to improve the look of documents or presentations.

Standards

- DCT-7.1 Import and export digital audio, video and images
- DCT-7.2 Modify digital images using editing functions
- DCT-7.3 Use audio, video and images in other software programs
- DCT-7.4 Review copyright laws related to digital media

Domain – Communications Software

Core Standard 8 Students establish knowledge and skills of communications software to be effective 21st Century Learners.

Standards

- DCT-8.1 Use common editing and formatting functions, including automatic tools
- DCT-8.2 Apply communication tools to automate process and increase efficiency
- DCT-8.3 Use common importing, exporting, and printing functions
- DCT-8.4 Demonstrate common file-management functions
- DCT-8.5 Apply and adapt file-management best practices